

LESSON PLAN

Lesson Title: MTCS and Notice PIH 99-2 Overview

Time: 30 minutes

Overview:

This section provides a broad overview of the MTCS reporting process and its importance as a tool to implement Notice PIH 99-2.

Objectives:

After completing this section, participants will be able to:

- Describe the MTCS process
 - Explain why MTCS is a vital tool to implement Notice PIH 99-2
-

Materials:

- Slides
 - Group exercise answer key
-

References: N/A

EXERCISE ANSWER KEY**SITUATION**

A colleague asks you for an overview of MTCS and Notice PIH 99-2

Time: 5 minutes

Issue:

Provide a high-level description of reporting requirements and processes

Approach:

- Describe how MTCS works
 - Describe how to implement Notice PIH 99-2
 - Explain how MTCS affects implementation of Notice PIH 99-2
 - Explain why this information is important to both Field Offices and PHAs
-

Solutions:

- MTCS process steps
 1. PHAs collect Form HUD-50058 data
 2. PHAs enter data into software
 3. PHAs transmit data to MTCS
 4. MTCS collects and stores data
 5. MTCS generates reports for PHAs and HUD
 - Notice PIH 99-2 implementation steps
 6. FO/TARCS monitor PHA reporting
 7. FO/TARCS conduct semi-annual assessments and process forbearance requests
 8. FO/TARCS initiate sanctions
-

Resources:

- Notice PIH 99-2
- MTCS Web site (i.e., Homepage, News Flash, Quick Update)